

ADVANCED TRAINING CENTER EMT-INTERMEDIATE & EMT-PARAMEDIC POLICY GUIDELINES TABLE OF CONTENTS

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AUTHORIZATION OF ADVANCED TRAINING CENTERS

Authorization to become an Advanced Training Center (i.e. a training center which may offer EMT-Intermediate & EMT-Paramedic courses) must be renewed every three (3) years. A sponsoring institution must meet one of the following criteria:

- ◆ A SC Emergency Medical Services regional office as recognized by the SC DHEC EMS Office.
- ◆ A SC post secondary educational institution such as a university, senior college, junior college, or technical school that is institutionally accredited and has received approval from the SC DHEC EMS Office.
- ◆ Other Educational and Non-Educational Agencies/Institutions approved by SC DHEC, Division of EMS. Non-Educational sites must own, lease or designate a separate training area (i.e. classroom facilities) in a location separate from the area that houses daily operations.

ALL REQUESTS WILL BE CONSIDERED BASED ON DOCUMENTED NEED WITHIN THEIR GEOGRAPHICAL AREA.

ALL COURSES MUST BE OPEN TO ANYONE WHO MEETS THE PRE-REQUISITES AS STATED IN THIS DOCUMENT OR ANY OF THE ATTACHMENTS.

To receive approval to offer EMT courses, appropriate information must be submitted to the SC DHEC EMS Office. This information should consist of the following:

- ◆ Filing of a formal application (*See Page 27*) or re-application (*See Page 28*).
- ◆ Copies of clinical contracts with local hospital(s) and EMS provider(s).
- ◆ A formal mechanism for providing medical malpractice coverage for the program and each student.
- ◆ The name and phone number of the physician who will serve as the medical director for all EMT courses. This physician will be responsible for all students throughout their clinical and **must** have attended a SC EMS Medical Control Workshop. (*See Medical Director page 3 for further requirements*).
- ◆ Copy of the “*Standing Operations Procedure Manual*” for your institution (i.e. Student / Course Policy Manual)

Training Centers receiving approval will be authorized for a three-year period. Advanced Training Centers must file an application to re-apply for authorization every (3) three years (*See Page 28*).

All institutions requesting approval as a training center must obtain the following documents prior to receiving approval. These documents will be inspected during the required pre-approval site visit.

- ◆ Copy of the current DOT curriculum for EMT-Intermediate and EMT-Paramedic.
- ◆ HOBET, ASSET or equivalent college entrance examinations.
- ◆ National Registry Course Coordinator's Guide. (Contact NREMT at 1-614-888-4484)

The following documents will be provided by the SC DHEC Office of EMS.

- ◆ EMT-Intermediate / EMT-Paramedic Administrative Policy Manual
- ◆ State Drug Manual and Device List
- ◆ Adult and Pediatric State Protocols
- ◆ Listing of all approved textbooks
- ◆ In-course examination blueprint

All eligible institutions making application must receive and pass an on-site inspection and policy orientation by a representative of the SC DHEC EMS Office staff. The inspection will consist of:

- ◆ Required documents as stated above
- ◆ Appropriate teaching / classroom facilities (**see page 3**)
- ◆ Instructor credentials (**see page 10**)
- ◆ *Inventory of Required Equipment* (**see Enclosure 5**)

Once the institution receives written approval to sponsor EMT courses, applications for course approvals may be submitted.

MEDICAL DIRECTOR

Each EMT-Intermediate / EMT-Paramedic training institution shall identify a physician who will serve as program medical director. The medical director must meet the following qualifications:

- ◆ A SC licensed physician who has attended the state EMS Medical Control Workshop
- ◆ Current knowledge of emergency care of acutely ill and traumatized patients
- ◆ Familiar with base station operations to include communications with prehospital emergency units
- ◆ Knowledgeable about EMT training programs and legislative issues regarding

EMT-I/EMT-P Policy Man. (8/99, Updated 06/05, Current Edition July 8, 2005)

educational programs for prehospital providers

A contractual agreement with the program medical director delineating responsibilities and expectations must be in force.

TEACHING FACILITIES

On-site or remote (distance learning) class room facilities must be clean, well-lighted, environmentally comfortable and free from distractions or interruptions. All classrooms used for EMT training programs must be of adequate size for any didactic and/or practical exercises.

Off-Campus Courses:

This option is only available to programs sponsored by SC EMS Regional Offices, colleges and universities. Non-Educational Agencies/Institutions may not offer off-campus courses.

Any off-site courses must abide by the following requirements:

- ◆ Must have adequate class room facilities to accommodate all didactic and/or practical requirements.
- ◆ Class room must be clean, well-lighted and environmentally comfortable.
- ◆ Class room must be secluded from the daily activities of the host facility and free from distractions or interruptions.
- ◆ The host facility and the candidates involved in this course must understand that these candidates are **NOT** permitted to leave during the hours of the course. There must be other personnel covering the duties of the candidates while they are involved in the course.
- ◆ The host facility and all instructors and candidates are expected to follow the policies (pertaining to smoking, food, drink, etc.) of the sponsoring institution just as if they were located on site.

Off-site course approval is a **privilege** and NOT a right. Previous approval of one off-site course does not automatically mandate approval of future off-site courses. Off-site approval may be discontinued by the SC DHEC EMS Office at any time for infringement of any policies or procedures as outlined in this manual.

EQUIPMENT REQUIREMENTS

A list of required training equipment is found in **Enclosure 5**. All equipment as listed on this enclosure must be maintained in good working condition and must be available for use when needed.

If equipment problems and/or deficiencies exist, it is the responsibility of the approved training institution to make immediate and necessary corrections. Instructors should report any

equipment problems to the executive director of the training institution.

No classes (requiring equipment) are to be conducted without the minimum necessary equipment being present and in clean, working condition. Instructors are NOT to conduct practical exercises without all necessary equipment present and in clean, working condition. If necessary, classes should be canceled and re-scheduled until all equipment problems have been corrected. The SC DHEC EMS Office reserves the right to inventory equipment prior to each course and/or during each course. If deficiencies are found and not immediately corrected, the SC DHEC EMS Office reserves the right to cancel approval of the course until such problem has been corrected and verified. Continued problems concerning training equipment may jeopardize future course approvals and may result in withdrawal of program approval.

CONDUCTING CLASS WITH EQUIPMENT DEFICIENCIES IS A VIOLATION OF POLICY.

SUSPENSION / REVOCATION OF AUTHORIZATION

The SC DHEC Division of Emergency Medical Services, has regulatory authority under Regulation 61-7, to grant approval to all EMT training centers, EMT courses and EMT instructors.

Any training center which maintains current authorization is automatically grand-fathered in the event of a change in regulations. Upon loss of such authorization, the training center will be required to meet all criteria as stated in the “current” regulations.

Approval to conduct EMT training is a privilege, not a right, and authorization for such approval may be revoked at anytime by the department for non compliance of DHEC departmental policy. To maintain authorization, each Advanced Training Center must comply with all policies as stated in this document as well as the following additional requirements:

- ◆ Must complete a minimum of one initial EMT Paramedic program within the three-year authorization cycle.
- ◆ All EMT Instructors and other appropriate staff affiliated with the Advanced Training Center must attend all DHEC required updates.
- ◆ All current requirements and any policy revisions must be kept up-to-date.
- ◆ Application for authorization must be submitted every three (3) years.
- ◆ Maintain a minimum of a 50% pass/fail rate per class during the three-year authorization

cycle. The 50% rate will be measured using the number of candidates that tested, using the first full attempt.. Failure to maintain a 50% pass/fail ratio will result in the following:

First Offense: A letter requesting an explanation of why the rate is below 50%. Depending upon the explanation, additional action or no action at all may be warranted. If no action is warranted, the next occurrence will still remain a first offense.

Second Offense: Authorization is temporarily suspended until the Department is satisfied with the advanced training center's plan for correction. The suspension will not affect any current courses already in progress but will prohibit any "new" courses from starting until authorization is re-instated.

Third Offense: Authorization is revoked for a minimum of one year. After that time, the advanced training center may re-apply for authorization - however, applications must meet all the requirements as stated in the "current" regulations. The grandfather clause will no longer be credited to this advanced training center.

Advanced Training Centers which allow their authorization to lapse, may be re-instated by submitting another application for authorization; however, the advanced training center must meet all the requirements as stated in the "current" regulations. The grandfather clause will no longer be credited to this advanced training center.

COURSE APPLICATION PROCESS

Pretesting for EMT-Paramedic & EMT-Intermediate courses (HOBET/ASSET/etc.) should be managed in a manner that will assure that all applicants will have an acceptable score on file **prior to start of the course.**

Each training institution should submit a properly completed *Course Application* (**Enclosure 1**) to the SC DHEC EMS Office **prior** to the start of the course.

After the course has begun, the training institution must submit by mail or fax, the following documents no later than **10 calendar days*** after the start date of the course:

- ◆ Course Roster / Candidate Verification (**Enclosure 3**)
- ◆ Course *Statement of Understanding* (**Enclosure 4**)
- ◆ Copy of the class schedule listing dates / times for each class.

** In the event of an accelerated course lasting less than ten calendar days, all paperwork*

listed above **must** be received by the SC DHEC Division of EMS **prior to the last class day**.

The following documents are to be maintained on file at the training institution and may be subject to inspection by the SC DHEC Office of EMS at any time:

- ◆ *Candidate Application (Enclosure 2)*
- ◆ *ADA Statement of Understanding (See Attachment A)*
- ◆ *HOBET/ASSET scores, in-course scores, skill proficiency checksheets, clinical records & reports, as well as any other student records pertaining to the course.*

NO CANDIDATE WILL BE PERMITTED ENTRANCE INTO THE COURSE AFTER THE 10th CALENDAR DAY FOLLOWING THE START DATE. ALL CANDIDATES MUST MEET ALL ENTRANCE REQUIREMENTS PRIOR TO THE START DATE OF THE COURSE.

THE SC DHEC OFFICE OF EMS HAS THE RIGHT TO REFUSE APPROVAL OR WITHDRAW APPROVAL OF ANY COURSE NOT IN COMPLIANCE WITH POLICY AND/OR PROCEDURES AS OUTLINED IN THIS MANUAL.

It is the responsibility of the training institution to assure that all candidates meet **ALL** course entrance requirements **PRIOR** to the start of each course. Eligible candidates may be admitted into the course within the first 10 **calendar days after** the course start date provided:

- ◆ They have NOT missed more than the allowable absence hours.
- ◆ An amended *Course Statement of Understanding (Enclosure 4)* is submitted which includes their signature and date they joined the course in progress, plus an amended & Course Roster / Candidate Verification (**Enclosure 3**).

ANY CANDIDATE FOUND INELIGIBLE TO BE IN THE COURSE MUST BE IMMEDIATELY REMOVED FROM THE COURSE.

COURSE ENTRANCE REQUIREMENTS (For course outline - see Attachment D)

All candidates must satisfy **all** entrance requirements **prior** to the start date of the course. **There are NO exceptions to this policy. Available seats in all courses are offered first to those EMTs who are affiliated with a SC licensed EMS provider and second to all other EMTs with no affiliation.**

Initial Intermediate Course:

- ◆ Must be 18 years of age.
- ◆ Must maintain a **current SC or National Registry EMT certification** throughout the course.
- ◆ Successful HOBET score of 42% on the composite **AND** 42% on the reading comprehension. *(There is NO limit on the number of times a candidate can take the HOBET).* For those attending degree programs, they must satisfy the entrance requirements for the institution where they are enrolled.

Refresher Intermediate Course:

- ◆ Must be a **current OR former SC** EMT-Intermediate or EMT-Paramedic.
Note: If taking the course for SC recertification, the EMT must be within their last twelve (12) months of state certification; however, the EMT may take the course at any time to satisfy NR re-registration requirements.
- ◆ Reciprocities (non-SC EMTs) must have a letter of permission from the SC DHEC Office of EMS **prior** to the start date of the course.

Initial Paramedic Course:

- ◆ Must be 18 years of age
- ◆ Must maintain a **current SC or National Registry EMT certification** throughout the course.
- ◆ Successful HOBET score of 42% on the composite **AND** 42% on the reading comprehension. *(There is NO limit on the number of times a candidate can take the HOBET).* For those attending degree programs, they must satisfy the entrance requirements for the institution where they are enrolled.

Refresher Paramedic Course:

- ◆ Must be a **current OR former SC** EMT-Paramedic.
Note: If taking the course for SC recertification, the EMT must be within their last twelve (12) months of state certification; however, the EMT may take the course at any time to satisfy NR re-registration requirements.
- ◆ Reciprocities (non-SC EMTs) must have a letter of permission from the SC DHEC Office of EMS **prior** to the start date of the course.

NOTE: Candidates who are **current** as a NREMT-B and NOT certified in SC may be accepted into a SC EMT-Intermediate or EMT-Paramedic course provided **all** of the following is satisfied:

- ◆ They must satisfy all other entrance requirements stated above, i.e. HOBET, etc. *(There is NO limit on the number of times a candidate can take the HOBET).*
- ◆ Once they have completed the parts of the Intermediate or Paramedic training program that deals with **Endotracheal Intubation & IV Maintenance**, a properly completed and signed *Reciprocity Application (See Attachment B - Reciprocity Guidelines)* **must** be submitted with all required documentation of the above training to the SC DHEC Division of EMS. Upon verification, the candidate will receive a SC certification.

COURSE EXIT REQUIREMENTS

All candidates must successfully complete the EMT course. This includes successful completion of all **attendance** requirements as well as a passing grade on the didactic, skill and any clinical requirements of the course.

All (**Initial**) candidates **must have**, **PRIOR** to being issued a state certification, a **current/valid** BLS credential. In addition, all paramedic refresher candidates must have a **current/valid** ACLS credential.

REFRESHER CANDIDATES: A copy of your current* BLS/ACLS credential **MUST** be attached to the *Certificate Application* (Green / Blue) card **PRIOR** to taking the state or national registry examination.

** A **current** credential is one where the expiration date **exceeds** the expiration date of the EMT's present state EMT certification.*

GRIEVANCE PROCEDURE

The following procedure has been established to handle any student who may have a grievance against the training institution or any of the institution's instructors or administrative personnel. If, in the opinion of the Director of the training institution, the matter is of such an egregious nature that warrants removal of the student from the program, the student will be placed on suspension pending resolution of the grievance. Should the grievance be resolved in favor of the student, any absence resulting from the suspension would be excused and will not count towards the total hours missed. The student remains responsible for all material covered during the suspension and must make up any worked missed.

Level 1: Conference with the Course Instructor & Course Coordinator

Aggrieved students must request a conference with the course instructor and course coordinator to discuss any grievances that may develop in the course of the advanced training program. This request must be made within seventy-two (72) hours of the incident that precipitated the grievance and the course instructor and course coordinator must convene the conference within seventy-two (72) hours of the request.

Level 2: Conference with the Program Director of the Training Institution

If the results of such a conference are not satisfactory to the student, the student may then submit, in writing a request for a conference with the Program Director of the training institution. This request must be made within three (3) business days of the conference with the course instructor and course coordinator and the Program Director must convene the conference within three (3) business days of the request. The Program Director will render a decision no later than three (3) business days after the conference.

Level 3: Hearing before the Grievance Committee

If the results of this conference are not satisfactory to the student, the student may then submit, in writing, a request to the Program Director for a hearing before the Grievance Committee* of the training institution. The Grievance Committee will convene within ten (10) business days of the request and will make a determination and submit their findings along with the appropriate directives, if any, to the Program Director, as well as the student. The decision of the Grievance Committee will be final.

**The Grievance Committee must consist of no fewer than three (3) members and be representative of the population served by the training institution.*

**TRANSFER OF COURSE CREDIT
(EMT-Paramedic Courses Only)**

A student may transfer without testing for three (3) years if no significant changes in the curriculum have taken place.

If a significant change in the curriculum has taken place, or a student has been out of the program for three (3) years, the student must test each module before being allowed to enter the class. The student may exempt each module successfully passed by written and/or practical examination. The student must repeat any module(s) which were not successfully passed by written and/or practical examination. **Only one testing attempt shall be allowed.**

All prerequisites will still be in effect. If the student can not satisfy all prerequisites, that student

will not be admitted to the course.

CANDIDATE VERIFICATION

The training institution is responsible for maintaining **on file** copies of documents used for candidate eligibility verification. Those documents should include:

- ◆ Copy of the candidate's **current** state (and/or NR) certification pocket card or certificate.
- ◆ Copy of the candidate's **current** HOBET, ASSET, etc., score report.

REMEMBER: All candidates must satisfy all entrance requirements **prior** to the start date of the course. **No exceptions.** The training institution is responsible for maintaining proof of all candidate eligibility.

ATTENDANCE REQUIREMENTS

Each training institution is responsible for keeping accurate attendance records. These records may be subject to inspection by the SC DHEC Office of EMS at any time.

Initial Courses:

Any candidate may miss up to **10%** of the total classroom (**didactic only**) hours for any reason. With “*extenuating*” circumstances, the **program coordinator** may allow an additional **10%**, NOT to exceed a total of **20%** of the total classroom (**didactic only**) hours. The candidate must document in writing to the program coordinator's satisfaction the extenuating circumstance. The program coordinator is under NO obligation to accept the documentation or to grant the additional 10% of absences. **The additional 10% is granted or denied at the sole discretion of the program director.**

If accepted, all subject matter missed must be made up at the convenience of and to the satisfaction of the course instructor before completion of the last class. The make-up of work missed will **NOT** erase the time missed. Also, arriving to class **late** and leaving class **early** will count toward to total absence time. Once a candidate exceeds the total allowable absences, that candidate must be dropped from the course. These candidates will not be permitted to take the state or NR examination. Successful completion of the course **includes** meeting satisfactory attendance requirements.

Refresher Courses :

Any candidate may miss up to **10%** (five hours) of the total classroom (**didactic only**) hours for any reason. With “*extenuating*” circumstances, the **program coordinator** may allow an additional **10%**, NOT to exceed a total of **20%** (ten hours) of the total classroom (**didactic only**) hours. The candidate must document in writing to the program coordinator’s satisfaction the extenuating circumstance. The program coordinator is under NO obligation to accept the documentation or to grant the addition 10% of absences. **The additional 10% is granted or denied at the sole discretion of the program director.**

If accepted, all subject matter missed must be made up at the convenience of and to the satisfaction of the course instructor before completion of the last class. The make-up of work missed will **NOT** erase the time missed. Also, arriving to class **late** and leaving class **early** will count toward total absence time. Once a candidate exceeds the total allowable absences, that candidate must be dropped from the course. These candidates will not be permitted to take the state or NR examination. Successful completion of the course **includes** meeting satisfactory attendance requirements.

INSTRUCTOR REQUIREMENTS

There are two designations of instructors at the Paramedic level, Lead Instructor and Module Instructor.

Lead Instructor: Credentialed by the state*. The **Lead** Instructor may teach any or all modules of the course. There must be one Lead Instructor for each EMT-Paramedic course.

Module Instructor: Authorized by the training institution. The **Module** Instructor may teach the module(s) for which they receive approval, plus the following modules: **Preparatory, Airway & Ventilation, Patient Assessment and Operations.**

*A properly completed *Advanced EMT Instructor Nomination* application (see **Enclosure 8**) must be submitted. Requirements for becoming a state credentialed, “authorized” DHEC EMT-Paramedic or EMT-Intermediate instructor are as follows:

All Instructors:

- ◆ Must possess either a high school diploma or a GED equivalent
- ◆ Current Nationally Registered EMT-Paramedic with a current certification as a SC EMT-Paramedic and maintain uninterrupted certification as a Paramedic & Paramedic Instructor.

- Paramedic **Lead** Instructor: Five (5) years experience as an EMT-Paramedic.
- Paramedic **Module** Instructor: Two (2) years experience as an EMT-Paramedic.
- ◆ Successful completion of the NHTSA DOT Instructor Methodology Course or the equivalent.
- ◆ Must hold one of the following current CPR instructor credentials:
 - American Heart Association (AHA) BLS Instructor
 - American Red Cross (ARC) CPR for the Professional Rescuer Instructor
 - American Safety & Health Institute (ASHI) CPR Pro
- ◆ Must hold a current instructor credential in an approved trauma course (BTLS, CTC, PHTLS) - AND - document the following (All Intermediate Instructors & Lead Paramedic Instructors):
 - Minimum participation in two (2) different courses
 - Minimum participation in two (2) different lecture areas
 - Minimum participation in two (2) different skill areas
- ◆ Endorsement by the Director of the Training Institution and by the Medical Control Physician of the candidate.
- ◆ Attendance at a state approved roll-out workshop.

Additional Requirements for Lead EMT-Paramedic Instructors:

- ◆ Successful completion of an approved RSI and 12 Lead ECG course.
- ◆ Successful completion of a complete A&P course or the equivalent.
- ◆ Must hold a current American Heart Association (AHA) ACLS or American Safety & Health Institute (ASHI) ACLS Instructor - AND - document the following:
 - Minimum participation in two (2) different courses
 - Minimum participation in two (2) different lecture areas
 - Minimum participation in two (2) different skill areas
- ◆ Must hold a current instructor credential in an approved pediatric course (PALS, PEPP, PEMSTP, etc.) - AND - document the following:

Minimum participation in two (2) different courses
Minimum participation in two (2) different lecture areas
Minimum participation in two (2) different skill areas

Additional Requirements for the Module EMT-Paramedic Instructors:

- ◆ Successful completion of a complete A&P course or the equivalent.
- ◆ Doctor or RN approved by the Training Institution (does not have to meet other requirements).

◆ **Medical Module Instructor:**

Successful completion of an approved RSI and 12 Lead ECG course.

Must hold a current American Heart Association ACLS or American Safety & Health Institute (ASHI) ACLS Instructor - AND - document the following:

Minimum participation in two (2) different courses
Minimum participation in two (2) different lecture areas
Minimum participation in two (2) different skill areas

◆ **Trauma & Assessment Based Management Module Instructor:**

Must hold a current instructor credential in an approved trauma course (BTLS, CTC, PHTLS) - AND - document the following:

Minimum participation in two (2) different courses
Minimum participation in two (2) different lecture areas
Minimum participation in two (2) different skill areas

◆ **Special Considerations Module Instructor:**

Must hold a current instructor credential in an approved pediatric course (PALS, PEPP, PEMSTP, etc.) - AND - document the following:

Minimum participation in two (2) different courses
Minimum participation in two (2) different lecture areas
Minimum participation in two (2) different skill areas

Once an instructor candidate has satisfied all minimum requirements, the candidate will be scheduled to attend a one-day instructor orientation at the state office. Upon successful completion of the state required orientation, the candidate will receive the appropriate instructor

authorization which will have an expiration the same as the candidate's EMT-Paramedic expiration date.

A candidate who receives an authorization as a **Lead** EMT-Paramedic instructor is automatically authorized to teach the EMT-Intermediate course as the paramedic instructor authorization supersedes the intermediate level instructor. For an authorized **Lead** EMT-Paramedic instructor to become an authorized EMT-Basic instructor, the candidate only needs to acquire an endorsement from the EMT-Basic program coordinator and receive the state orientation of the EMT-Basic program.

INSTRUCTOR RE-AUTHORIZATION

A current EMT-Intermediate and **Lead** EMT-Paramedic instructor must be re-authorized for each three-year period. To receive re-authorization the instructor must submit a completed *Instructor Re-Authorization* application (see **Enclosure 9**). The form must be submitted with the following documentation:

- ◆ Maintain Certification as a SC certified and Nationally Registered EMT-Paramedic.
- ◆ Copy of a current* approved CPR instructor credential (All Instructors) .
- ◆ Copy of a current* approved Trauma instructor credential (Intermediate & **Lead** Paramedic Instructors Only).
- ◆ Copy of a current* ACLS instructor credential (**Lead** Paramedic Instructors Only)
- ◆ Copy of a current* approved pediatric instructor credential (**Lead** Paramedic Instructors Only).
- ◆ Documentation of 12 hours of approved Instructor Methodology CEUs.
- ◆ Endorsements of the Training Institution and the Instructor's Medical Control Physician.

* A **current** credential is one where the credential's expiration date is **greater** than the state instructor's present authorization expiration date.

** Instructor CEUs are only given for state approved courses which deal directly with either instructor **methodology** or instructor **theory**. NO other topics/course will be approved for instructor CEUs. Instructor courses such as ACLS, BTLS, etc., are also NOT approved to count as instructor CEUs.

RE-INSTATEMENT OF LAPSED INSTRUCTORS

EMT-Intermediate and EMT -Paramedic **Lead** Instructors who have let their authorizations lapse may be re-authorized as an instructor by submitting all appropriate documentation as listed

below: **Note: Lapsed instructors are no longer considered to be “grand-fathered” and must satisfy all current requirements to receive re-authorization.**

- ◆ Copy of a current approved CPR instructor credential (All Instructors)
- ◆ Copy of a current approved Trauma instructor credential (Intermediate & **Lead** Paramedic Instructors Only).
- ◆ Copy of a current ACLS instructor credential (**Lead** Paramedic Instructors Only)
- ◆ Copy of a current approved pediatric instructor credential (**Lead** Paramedic Instructors Only).
- ◆ Copy of successful completion of the NHTSA EMS Instructor Methodology Course or the equivalent. Candidates are NOT required to complete another course but they must provide proof of having successfully completed a course that meets current standards.
- ◆ A current **SC EMT-Paramedic** with a minimum of **five (5)** years experience.
- ◆ A current National Registry EMT-Paramedic credential.
- ◆ Satisfy any “new” requirements which became effective since the lapsed instructor’s last re-authorization period.

INSTRUCTOR / STUDENT RATIO

For any didactic class, there is no limit of the number of students. For any in-class skill sessions (not clinical or field internship) the ratio shall **not exceed one instructor** for every **six students** in cardio-respiratory (AHA) skills and **one instructor** for every **twelve students** for all other skills.

DOCUMENTATION ACCOUNTABILITY AND AUDIT

The training institution must maintain records on all courses for a minimum of four full years. The documents include, but are not limited to:

- ◆ Course applications
- ◆ Candidate applications
- ◆ Candidate verification of entrance eligibility
- ◆ All pre-course and in-course scores, academic & clinical progress
- ◆ Attendance logs
- ◆ ADA & course statements of understanding
- ◆ Course correspondences
- ◆ **Lead & Module** Instructor credentials
- ◆ Other faculty & preceptor credentials
- ◆ Any other *related* paperwork

The course records must be available for review and/or audit by the SC DHEC Office of EMS at any time. Additionally, any didactic, skill and/or clinical session will be open for observation by

the SC DHEC Office of EMS.

Deficiencies:

Minor administrative deficiencies, such as improperly completed forms and late, but not *grossly overdue** submissions of required paperwork, must be corrected immediately.

- * Paperwork is considered to be grossly overdue if one of the following conditions are met:
 - More than half of the course has been completed.
 - Paperwork did not arrive by the second due date after reminder notice was sent.

Deficiencies as noted below are considered **major policy violations** and may result in a withdrawal of course approval - OR - a total withdrawal of program approval.

- ◆ Ineligible candidates not removed from class
- ◆ Inadequate and/or unavailable equipment for skill / clinical sessions
- ◆ Unqualified adjunct instructors
- ◆ Non authorized and/or expired course instructors
- ◆ Not adhering to the state-approved DOT curriculum
- ◆ Failure to submit required course documents in a timely fashion (paperwork is *grossly overdue*)
- ◆ Repeated failure to submit required paperwork by the due dates
- ◆ Inadequate on-site and/or off-site training facilities
- ◆ Repeated failure to uphold any policies pertaining to the training of EMTs
- ◆ Falsification of any paperwork pertaining to the course
- ◆ No contract(s) with clinical / field internship providers

Failure to immediately correct any major deficiency will result in withdrawal of program approval and any funding for EMT training programs until appropriate corrective action has been completed to the satisfaction of the SC DHEC Office of EMS.

RECERTIFICATION OPTIONS

Emergency Medical Technicians in South Carolina must recertify every three (3) years. Recertification is granted by successfully completing any one of the following programs: **Once an EMT's state certification expires, the only option is to successfully complete a SC state-**

approved refresher course and National Registry Examination (EMT-Basic) - OR - state refresher / registry-like certification examination (EMT-Intermediate or EMT-Paramedic). All SC EMT-Basics MUST become Nationally Registered.

- ◆ Successfully complete a SC department approved refresher training program (see **Attachment D**) - **AND** - successfully pass the SC state refresher / registry-like written and practical examinations - **Plus** - submit a properly completed *Certificate Application* card** and BLS*/ACLS* credential. (**All EMT-Basics -initial & refresher- must pass the National Registry EMT-Basic examination**). Current OR former*** SC EMTs may participate in a refresher program.
- ◆ (**EMT-Intermediate / EMT-Paramedic**) Obtain the required continuing education units (CEUs - see **Attachment C**), prior to the certificate expiration date, for their level of certification - **AND** - successfully pass the SC state refresher / registry-like written and practical examination - **Plus** - submit a properly completed *Certificate Application* card** and BLS*/ACLS* credential. **Only currently SC certified EMTs may earn CEUs. (EMT-Basics may only use CEUs for maintaining their NR credential).** CEU packets **must** be received by DHEC prior to the EMT's SC certificate expiration date.
- ◆ (**EMT-Intermediate / EMT-Paramedic**) Successfully complete **all** requirements of a SC department approved In-Service Training Program (IST) - **AND** - successfully pass the SC state refresher / registry-like written and practical examinations - **OR** - receive the written and/or practical exam waiver from the service's medical control physician responsible for the IST program - **Plus** - submit a properly completed *Certificate Application* card** and BLS*/ACLS* credential. **Only Current SC certified EMTs may participate in an approved IST program. (EMT-Basics may only use the IST program for maintaining their NR credential).** IST packets **must** be received by DHEC prior to the EMT's SC certificate expiration date.
- ◆ Submit a **current** re-registered, National Registry credential showing an expiration date greater than your SC EMT certificate expiration date -**Plus** - submit a properly completed *Certificate Application* card** and BLS*/ACLS* credential. **Packet must be received prior to the EMT's SC certificate expiration date.**

Important: If the EMT (Refresher only) submits a National Registry credential after a lapse of their SC certification, that EMT refresher candidate will be treated as a reciprocity candidate.

All EMTs (all levels), in addition to the above, all EMTs (all levels) must maintain a **current*** BLS credential in one of the following:

- American Heart Association (AHA) BLS for the Healthcare Provider

- American Red Cross (ARC) CPR for the Professional Rescuer
- American Safety & Health Institute (ASHI) CPR Pro

EMT-**Paramedics** must also maintain a **current*** AHA or ASHI ACLS credential.

* **Current** means that the card expiration date is **greater** than that of the EMT's present SC certificate expiration date.

** A properly completed *Certificate Application* (White, Green or Blue) card, is one which is complete with all required information **plus** EMS service & medical control endorsements.

*** If the EMT-**Basic** certification has lapsed more than two years, that candidate must repeat a full (**initial**) EMT-Basic course and test the National Registry EMT-Basic examination.

NATIONAL REGISTRY EXAMINATIONS

All candidates seeking SC state certification as an initial, refresher or reciprocity* basic, initial intermediate or initial paramedic must successfully pass the appropriate National Registry examination. Refresher intermediate and refresher paramedic candidates who enrol in an initial or refresher course are **not required** to take the national registry examination and may recertify by taking the SC state “registry-like” certification examination.

However, if a refresher intermediate or refresher paramedic candidate attempts the national registry examination, that candidate will void the option to take the SC state “registry-like” certification examination for the purpose of recertification at their current level, unless the candidate successfully completes another refresher course and this time chooses the option to take the state examination.

* Initial means that the candidate has never been certified (anywhere) at that level before and therefore can not be considered as a refresher.

Each training institution is responsible for making their own arrangements. All applications must be submitted to the national registry per the registry's policy and procedures. All initial intermediate and initial paramedic courses will have only **closed** examinations. No candidates may attend a **closed** examination unless they completed a state approved initial EMT-Intermediate or EMT-Paramedic course AND they are testing / re-testing for their initial state certification at that level. All candidates taking the national registry for other than their initial state certification must attend the **open** examinations.

The SC DHEC Office of EMS will provide a staff member who is also a National Registry Representative for all **closed** examinations. The National Representative for any **open**

examinations may be any National Registry Representative with approval from the SC state National Registry Representative (SC DHEC Division of EMS Director - *Alonzo W. Smith*).

The SC DHEC Office of EMS representative will secure all course *Certificate Application* cards during the examination. Cards must be complete with all course information, in-course exam / clinical / internship information and all regional/instructor signatures.

Policy Statement on National Registry Testing

1. The testing standards of the National Registry for EMTs have been adopted as the standard for certification of all EMT-P's and for EMT-I's in South Carolina. For those taking the initial Paramedic or initial Intermediate courses for certification, National Registry testing is the only alternative for certification.
2. The National Registry representative is sole person responsible for maintaining exam standards, quality and integrity. He/she has been thoroughly prepared to manage this responsibility based on the training and testing he/she received prior to appointment as a National Representative.
3. When testing **initial** paramedic candidates from approved training programs, a National Registry representative from SC DHEC Division of EMS is required to be present to administer (supervise and monitor) the examination.
4. When testing **initial** intermediate candidates from approved training programs, a National Registry representative from SC DHEC Division of EMS is required to be present to administer (supervise and monitor) the examination.
5. Any Paramedic or Intermediate EMT candidate may take a retest at **any** National Registry **open** exam. Although **closed exams** are reserved only for those **SC initial Paramedic & initial Intermediate** students completing specific SC courses, these initial students may **retest at a closed exam** in another region from which the course was sponsored.
6. Certified EMTs who want to become certified under the National Registry must take the **open** exam. Refresher Intermediate EMTs who have finished an initial Intermediate EMT course as a means of re-certification may take the national registry closed exam with their class, however this will **void** their option to test the state certification examination for state recertification unless the candidate successfully completes another refresher course and then chooses the option to take the state examination.
7. The region, or any sponsoring organization, sends all students applications and monies to the National Registry, and requests permission to put on the registry exam on a specific

date. They must check with the state National Registry representative (Al Smith) before they request an exam. **Any ADA request involving a National Registry examination must be sent to the National Registry (see Attachment A).**

8. The Registry approves all exams (open and closed). The SC state National Registry Representative then assigns/approves a National Registry representative for the exam.
9. The EMS region, or any other sponsoring organization, secures the space, the equipment and the examiners. The sponsoring organization also notifies the EMS community of the National Registry exam date and location if it is an open exam. **Exams for regional classes are closed.** The sponsoring organization gives station assignments and exam materials for the station examiners at least 2 weeks prior to the exam so that they can prepare adequately to test the station.
10. The DHEC National Registry representative receives all exam materials directly from the National Registry and is responsible for securing and maintaining all exam materials.

STATE “REFRESHER / REGISTRY-LIKE ” CERTIFICATION EXAMINATIONS

All state “refresher / registry-like” examinations must be arranged with the SC DHEC Office of EMS. Arrangements should be made as soon as possible after the start of a refresher class.

Only refresher candidates (those who have at one time already been certified somewhere at that level) **may take the state “refresher / registry-like” certification examination** - this does **not** include reciprocity intermediate & reciprocity paramedic candidates who were given a SC “provisional” (up to one-year) certification. These candidates **must** become Nationally Registered to re-certify their SC certification (see **Appendix B**).

The SC DHEC Office of EMS representative will secure all course *Certificate Application* cards during the examination. Cards must be complete with all course information, in-course exams and all regional/instructor signatures. Refresher / Reciprocity candidates are required to have the appropriate BLS/ACLS cards attached to their *Certificate Application Card*.

Each training institution is responsible for securing the examination facility, all testing equipment, and examiners.

A candidate taking the **state refresher / registry-like certification examination** will have a maximum of **six-months** from **their scheduled test date** (or until their SC EMT certification expiration date - whichever is longer) to **complete ALL required testing/re-testing**. If all testing/re-testing has NOT been completed within six months from the assigned test date (or until their SC EMT certification expiration date - whichever is longer), the candidate will be

required to successfully complete another state-approved refresher course prior to any further attempts at the state refresher / registry-like certification examination.

A refresher candidate **may** attempt a state refresher / registry-like certification **without** a current BLS/ACLS credential, or EMS sponsorship. **However**, once a candidate passes the state certification examination, that candidate will have **six months** from the date he/she **passed** the examination (or until their **current** EMT state certification expiration date - whichever is longer) to secure and submit the necessary and required BLS/ACLS credentials and EMS service / medical control sponsorship. **Any request for an extension to the time limit (ONLY AVAILABLE FOR THOSE WHO HAVE PASSED THE STATE EXAMINATION) must be submitted in writing along with an explanation of the mitigating circumstances. THIS REQUEST MUST BE RECEIVED BY DHEC OFFICE OF EMS PRIOR TO THE END OF THIS SIX (6) MONTH EXPIRATION PERIOD.**

STATE CERTIFICATION PROCEDURES

Candidates from an **initial** EMT-Intermediate or **initial** EMT-Paramedic course who have successfully passed the National Registry examination AND have received subsequent national registration are eligible to receive state certification. The state office receives copies, directly from the national registry, of all candidates who take the examination with our state*. To receive state certification, the following documents must be on file with the SC DHEC Office of EMS:

- ◆ A properly completed and signed *Certificate Application* card with a valid BLS & ACLS card attached. If the card is incomplete, it will be returned to either the candidate and/or the training institution for completion. **No candidate may receive a state certification without this card properly completed.**
- ◆ Copy of the candidate's successful completion of the national registry examination and national registration. (This is sent automatically from the registry).

* Candidates who **retest** the national registry examination in another state must submit copies of their examination results to the SC DHEC Office of EMS.

Once the above documents are received and complete, the candidate will **automatically** be sent their state certification.

The state certification expiration date is calculated as three-years from the national registry "process" date.

Refresher Candidates who completed an initial or refresher course - AND - who have **NOT**

taken the national registry examination for state recertification must successfully complete the state refresher / registry-like certification examination. To receive state certification, the following documents must be on file with the SC DHEC Office of EMS:

- ◆ A properly completed and signed *Certificate Application* card with a valid BLS & ACLS card attached. If the card is incomplete, it will be returned to either the candidate and/or the training institution for completion. **No candidate may receive a state certification without this card properly completed.**
- ◆ Copy of the candidate's successful state written and practical examination results.

Note: A **refresher** candidate **may** attempt the state refresher / registry-like certification examination **without** a current BLS/ACLS credential, or EMS sponsorship. **However**, once a candidate **passes** the state certification examination, that candidate will have **six months** from the date he/she **passed** the examination (or until their **current** EMT state certification expiration date - whichever is longer) to secure and submit the necessary and required BLS/ACLS credentials and EMS service / medical control sponsorship. **Any request for an extension to the time limit (ONLY AVAILABLE FOR THOSE WHO HAVE PASSED THE STATE EXAMINATION) must be submitted in writing along with an explanation of the mitigating circumstances. THIS REQUEST MUST BE RECEIVED BY DHEC OFFICE OF EMS PRIOR TO THE END OF THIS SIX (6) MONTH EXPIRATION PERIOD.**

Once the above documents are received and complete, the candidate will **automatically** be sent their state certification.

Intermediate and Paramedic candidates can not receive state certification without the proper service and medical control endorsements. These endorsements are located on the back of the *Certificate Application* cards.

CHALLENGES of Lower Level Examinations FOR CANDIDATES WHO HAVE UNSUCCESSFUL EXAMINATION RESULTS

A candidate who fails the national registry examination or fails **both attempts** at the state certification examination may request to challenge a **lower level** state certification examination.

National Registry:

Initial or Refresher Intermediate Candidates who fail the national registry EMT-Intermediate

EMT-I/EMT-P Policy Man. (8/99, Updated 06/05, Current Edition July 8, 2005)

examination may request a **challenge** of the state EMT-Basic certification examination.

Initial or Refresher Paramedic Candidates who fail the national registry EMT-Paramedic examination may request a **challenge** of the state EMT-Basic - OR - the state EMT-Intermediate certification examination provided they were once state certified at that level.

Exemptions: The challenge candidate will only be required to successfully complete the part of the examination (written or practical) which he/she failed in the higher level attempts. Pass results are valid for only one year.

State Certification Examination:

Refresher Intermediate candidates who fail the state EMT-Intermediate certification examination **twice** may request a **challenge** of the state EMT-Basic certification examination.

Refresher Paramedic candidates who fail the state EMT-Paramedic certification examination **twice** may request a **challenge** of the state EMT-Basic - OR - state EMT-Intermediate certification examination provided they were once state certified at that level.

A request for a **challenge** of the state certification examination must include the following documents:

- ◆ A properly completed *State Examination Challenge Request* (see **Enclosure 10**)
- ◆ A copy of the candidate's national registry or state examination results (all attempts).

If the request is approved the candidate will have no more than **90 days** to complete the challenge.

These candidates, will be treated similar to a refresher candidate in that they will receive the standard **three (3) attempts** at the state written & practical examination for their **current** or **lower** level of EMT certification.

Exemptions: The challenge candidate will only be required to successfully complete the part of the examination (written or practical) which he/she failed in the higher level attempts. Pass results are valid for only one year.

OTHER CHALLENGES

FOR EMTs IN COURSES NEARING EXPIRATION & EMTs WHO HAVE COMPLETED THE COURSE BUT HAVE NOT ATTEMPTED THE NATIONAL REGISTRY EXAMINATION

Initial candidates in an initial Paramedic or initial Intermediate course whose state certification is **within 90 days of expiration** may request, in writing, to **challenge a lower level** state certification examination. The following must be satisfied:

- ◆ The candidate must have completed **OR** must be participating in an initial EMT-Intermediate or initial EMT-Paramedic course **AND** be able to submit enough documentation to satisfy the CEU requirements. (**See Attachment C**)
- ◆ They must **NOT** be eligible for other forms of recertification (i.e. IST).
- ◆ They must submit a properly completed *State Examination Challenge Request* (see **Enclosure 10**)

These candidates, **providing they have NOT attempted and failed the National Registry examination**, will be treated similar to a refresher candidate in that they will receive the standard **three (3) attempts** at the state written & practical examination for their **current** or **lower** level of EMT certification.

RECIPROCITY

For information concerning reciprocity of EMTs from other states, please refer to **Attachment B**.

PROCEDURE TO AMEND POLICY

(Effective as of July 1, 2000)

Policy pertaining to the training and certification of EMTs, not defined in the law or regulations, is set by the SC DHEC Office of EMS. The Office of EMS will also study the advice and suggestions of the SC Training Committee and SC EMS Advisory Council. Any changes which occur as a result of these considerations will become effective on July 1st of each year. In case of unforeseen events, which require immediate action, the Office of EMS is authorized to issue provider/EMT - wide exceptions until the next review cycle (Oct-Dec).

The following will be procedure to add to, detract from, or amend the policies pertaining to the training and certification of EMTs.

- ◆ Items to be considered must pertain to “policy” only. If the item pertains to the regulations and/or law, separate more lengthy procedures exist.
- ◆ Changes to the policy manual will be considered for review and vote by the SC Training Committee at any time, but may only be **presented** to the Advisory Council during the last three months (Oct-Dec) and **brought up for vote** during the first three months (Jan-Mar) of each calendar year. No item will be considered for vote outside this time frame.

- ◆ Items which pass the SC advisory council will be considered by SC DHEC Office of EMS staff for the next thirty days. The staff must either accept, reject or send an amended proposal back to the council. If the item is accepted, the revision will become effective on **July 1st**. If staff returns an amended proposal to the council, the council may either accept the amended proposal or send the item back to the training committee for further consideration and review. Only those amended items which have been resolved and approved by the Advisory Council by the April - May- June time frame may become effective by July 1st.
- ◆ Amended items not resolved by the April - May - June time frame will remain in the committee level and be carried over until the next review cycle (Oct - Dec).

Application for Authorization of:
Advanced Training Center
(Please Print or Type)

Advanced Training Center Name	Phone Number
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Executive Director of Advanced Training Center	Phone Number
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Mailing Address for Advanced Training Center

Medical Director for Advanced Training Center - Name, Mailing Address & Phone Number

DO NOT SUBMIT AN INCOMPLETE APPLICATION

You **MUST** include the following documentation with this application:

- [] Copies of Clinical Contracts with local Hospitals & EMS Providers
- [] Copy of Malpractice Insurance coverage for the program
- [] A plan (Mechanism) for providing Malpractice Insurance Coverage for each students
- [] Copy of your *Standing Operation Procedure Manual* for your Training Center
- [] Copy of your *Student Course Policy Guide*
- [] Signed copy of the Equipment Inventory (See Enclosure 5) verifying ownership
- [] Name of SC Certified EMT-Paramedic Instructor to be used in your program

Signature: Executive Director of Advanced Training Center

Date

Mail To: SC DHEC EMS Division, 2600 Bull Street, Columbia, SC 29201

DHEC USE ONLY

On - Site Inspection & Inventory:

Date Completed: _____

Orientation to Advanced Training Policy Guide:

Date Completed: _____

Approved as an Advanced Training Center

[] Yes [] No

Signature: DHEC Authorized Representative

Date

Re-Application to remain as an:
Advanced Training Center
(Please Print or Type)

Advanced Training Center Name

Phone Number

Executive Director of Advanced Training Center

Phone Number

Mailing Address for Advanced Training Center

Medical Director for Advanced Training Center - Name, Mailing Address & Phone Number

Requirement:

Completion of at least one (1) EMT-Paramedic Course during the three-year authorization period.

List course numbers for all EMT-Paramedic Courses **Completed** during the last authorization period:

Signature: Executive Director of Advanced Training Center

Date

Mail To: SC DHEC EMS Division, 2600 Bull Street, Columbia, SC 29201

DHEC USE ONLY

Re- Approved as an Advanced Training Center ☐ Yes ☐ No

Comments: _____

Signature: DHEC Authorized Representative

Date